USER GUIDE

APPOINTMENT (CSD DEU)

The Client Services Division (CSD) uses the Appointment workflow to track activities performed during the Appointment process. Branch Human Resources Specialists (Branch HRS) must send the WITS Appointment action to the Client Services Division, Delegated Examining Unit (CSD DEU) for selection review and approval. The Branch HRS must send the Appointment action to the CSD DEU before an Official Job Offer can be made when the selectee is found on a certificate from a DE announcement.

General information related to the action and specific information related to the selection of the appointee is entered by the Branch HRS on the Transaction Information, Appointment Information, Approvals Information, Pay Information, and Orientation Information tabs.

Receiving Appointment Actions from the CSD Branches

Before sending the action to the CSD DEU for approval, the Branch HRS selects the DEU Selection Approver (the individual who will approve/disapprove the selection) from the ‘DEU Selection Approver’ drop-down menu:

The Branch HRS selects ‘Send to DEU (Sel Apprvl)’ from the routing menu to send the action to the CSD DEU:
WiTS sends an email to the Branch HRS and the DEU Selection Approver, notifying both parties that the CSD DEU has received a request to review a selection for approval.

The WiTS action is then sent to the DEU Worklist:

**Reviewing / Approving DE Selections**

The DEU Selection Approver retrieves the WiTS action, reviews the selection, and completes the following fields (if applicable):
**DEU Selection Approver:** The Branch HRS will select this field; however, the DEU Selection Approver can select another member of the CSD DEU if needed.

**DEU Selection Decision:** Indicate whether the selection is “Approved” or “Disapproved.”

**Date to DEU for Decision:** System-generated date, which is a time-stamp of when the WiTS action was sent to the CSD DEU by the Branch HRS. If the Branch HRS re-sends the action to the CSD DEU, WiTS will override the original date.

**Date of DEU Selection Decision:** Enter the date that the DEU’s final decision (“Approved” or “Disapproved”) was made.

**DEU Selection Decision Comments:** Enter any comments related to the disapproval of the selection. Note: Comments entered into this field will be pulled into the “Disapproved by DEU” email sent to the Branch HRS. Only enter comments in this field if the selection was not approved.

**Addt’l DEU Selection Info Needed:** Enter any comments if the CSD DEU requires additional information from the Branch HRS to make an approval decision.

Note: Comments entered in this field will be pulled into the “Information Needed” email sent to the Branch HRS. Only enter comments in this field if the CSD DEU requires more information to make a selection decision.

**Communication Points**

**“Information Needed” Email**
If more information is needed from the Branch HRS before a selection decision can be made to approve or disapprove the selection, the DEU Selection Approver enters the required information in the ‘Addt’l DEU Selection Info Needed’ text box:
The DEU Selection Approver selects ‘More Info Needed – Return to Branch’ from the routing menu:

WiTS will send an email to the Branch HRS (with a copy to the DEU Selection Approver) advising them that more information is needed, pulls the text that was entered in the ‘Addt’l DEU Selection Info Needed’ text box, and sends the WiTS action back to the Branch HRS.

“Disapproved by DEU” Email

The DEU Selection Approver enters the reason for the disapproval of the selection in the ‘DEU Selection Decision Comments’ text box, selects “Disapproved” in the ‘DEU Selection Decision’ field, and enters the date of the disapproval decision in the ‘Date of DEU Selection Decision’ field.

The DEU Selection Approver selects ‘Sel Dispprvd – Return to Branch’ from the routing menu:
WiTS will send an email to the Branch HRS (with a copy to the DEU Selection Approver) informing them of the disapproval, pulls the text that was entered in the ‘DEU Selection Decision Comments’ text box, and sends the WiTS action back to the Branch.

"Approved by DEU" Email

The DEU Selection Approver selects “Approved” in the ‘DEU Selection Decision’ field and enters the date of the approval decision in the ‘Date of DEU Selection Decision’ field.

The DEU staff member selects ‘Sel Apprvd – Return to Branch’ from the routing menu:

WiTS will send an email to the Branch HRS (with a copy to the DEU Selection Approver) informing them of the approval and return the WiTS action back to the Branch HRS. This is a standard email that cannot be edited.
The Branch HRS will retrieve the WiTS action and make the Official Job Offer to the selectee.